

CHECKLIST TO A COMPLETE APPLICATION FOR A SOCIAL SECURITY NUMBER

Please complete a form SS-5 ([Application for a Social Security Card](#)) and compile the supporting documents listed below. Once your paperwork is ready, you may deliver it to the ACS Unit any Wednesday between 1:00 pm and 3:00 pm. In addition to your original documents, please bring one set of copies.

SUPPORTING DOCUMENTS FOR CHILDREN UNDER 12:

- ☐ U.S. Birth Certificate (if born outside of United States, you must submit the local birth certificate issued by the foreign authorities)
- ☐ Baptismal Certificate (optional)
- ☐ Parents' current form of identification
- ☐ U.S. passport (with at least 6 months of validity)

SUPPORTING DOCUMENTS FOR APPLICANTS 12 YEARS OF AGE OR OLDER:

- ☐ Birth Certificate (if born outside of the United States, you must submit the local birth certificate issued by the foreign authorities)
- ☐ U.S. passport (with at least 6 months of validity)
- ☐ Baptismal Certificate (optional)
- ☐ Parents' Marriage Certificate (only if the applicant was born outside of the United States)
- ☐ If the applicant is 18 or older, he or she must submit a form SSA-795 ([Statement of Claimant or Other Person](#)) indicating why the applicant has not previously applied for a Social Security number.
- ☐ Letter addressed to the Social Security Administration stating why the applicant has not previously applied for a Social Security number.
- ☐ One document from every year of the applicant's life since turning seven years old, demonstrating where the applicant was and what he or she was doing (for example: school transcripts, diplomas, employment records, driver's licenses, marriage certificate).

NOTE: When filling out the [Application for a Social Security Card](#) please remember to include the country in item #2 (Mailing Address). Also, please enter years using four digits (e.g., 2007), and when filling in zeros, please enter them as 0, not as 0.

Important Note: The fastest way to receive a Social Security number is to apply at a Social Security Administration office in the United States. If you choose to apply overseas, please allow at least six months to process your application.